

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CRP-427

For: State and County Offices

Refunding 2002 Emergency Haying and Grazing Payment Reductions

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Section 212 of the 2003 agricultural appropriations act provides that emergency haying and grazing payment program year 2002 reductions shall be refunded.

B Purpose

This notice provides instructions to County Offices on refunding the 2002 haying and grazing payment reduction to CRP participants.

C Refund Requirements

County Offices shall run:

- Special Payment and/or Reduction report for FY 2002
- Deposit History for Program Code 02HAYGRZ report.

Review these reports, collection registers, schedules of deposit, DF-21's, and DF-25's, as applicable, to ensure only producers who were assessed a payment reduction for haying and grazing of CRP in 2002 receive refunds.

D County Office Action

County Offices shall:

- follow instructions in this notice to ensure only payment reduction for haying and grazing in 2002 are refunded
- process refunds immediately upon receipt of this notice.

Disposal Date	Distribution
January 1, 2004	State Offices; State Offices relay to County Offices

2 Refunds for Reductions Paid by Offset

A Special Payment and/or Reduction Report for FY 2002

County Offices should have a copy of the Special Payment and/or Reduction report for FY 2002, on file. If not, run the Special Payment and/or Reduction report for FY 2002 according to this table.

Step	Action	Result
1	On Menu FAX250: <ul style="list-style-type: none"> enter appropriate County Office option 3 or 4 PRESS "Enter". 	Menu FAX07001 will be displayed.
2	On Menu FAX07001: <ul style="list-style-type: none"> ENTER "5", "Conservation" PRESS "Enter". 	Menu EEA000 will be displayed.
3	On Menu EEA000: <ul style="list-style-type: none"> ENTER "3", "CRP Contract File Menu" PRESS "Enter". 	Menu EPCA00 will be displayed.
4	On Menu EPCA00: <ul style="list-style-type: none"> ENTER "6", "Payment Activities" PRESS "Enter". 	Menu EPCJ0001 will be displayed.
5	On Menu EPCJ0001: <ul style="list-style-type: none"> ENTER "7", "Payment Reports" PRESS "Enter". 	Menu EPCM00 will be displayed.
6	On Menu EPCM00: <ul style="list-style-type: none"> ENTER "1", "Producers Selected for Special Payment and/or Reduction" PRESS "Enter". 	"Enter installment year for report" will appear on Menu EPCM00.

2 Refunds for Reductions Paid by Offset (Continued)

A Special Payment and/or Reduction Report for FY 2002 (Continued)

Step	Action	Result
7	On Menu EPCM00: <ul style="list-style-type: none"> ENTER "2002" PRESS "Enter". 	Screen FAX46501 will be displayed.
8	On Screen FAX46501: <ul style="list-style-type: none"> enter printer ID PRESS "Enter". 	"Producers Selected for Special Payment and/or Reduction" report will be printed. Menu EPCM00 will be redisplayed.
9	On Menu EPCM00, PRESS "Cmd7=End".	

Compare Producers Selected for Special Payment and/or Reduction report with collections registers, schedules of deposit, DF-21's, and DF-25's to ensure only producers who were assessed a payment reduction for haying and grazing of CRP in 2002 receive refunds.

Verify that all producers who paid 2002 haying and grazing by offset are identified with entry "Emergency Haying/Grazing Reduction" and amount paid is correct.

B Issuing Refunds for Offset

For each producer identified, County Offices shall issue refunds of the 2002 haying and grazing payment reduction according to this table.

Step	Action	Result
1	On Application Selection Menu: <ul style="list-style-type: none"> ENTER "1", "Accounting" PRESS "Enter". 	Menu AAA000 will be displayed.
2	On Menu AAA000: <ul style="list-style-type: none"> ENTER "1", "Disbursements/Check Writing" PRESS "Enter". 	Menu ANK000 will be displayed.

2 Refunds for Reductions Paid by Offset (Continued)

B Issuing Refunds for Offset (Continued)

Step	Action	Result
3	On Menu ANK000: <ul style="list-style-type: none"> ENTER "1", "On-line Check Writing" PRESS "Enter". 	Screen ANK31501 will be displayed.
4	On Screen ANK31501: <ul style="list-style-type: none"> ENTER "02HAYGRZ" as program code PRESS "Tab" twice enter producer ID and ID type from Producers Selected for Special Payment and/or Reduction report PRESS "Enter". 	Screen ANK32510 will be displayed.
5	On Screen ANK32510: <ul style="list-style-type: none"> enter amount to be refunded in "Payment Amount" field PRESS "Enter". 	Screen ANK32510 will be re-displayed.
6	On Screen ANK32510: <ul style="list-style-type: none"> enter contract number PRESS "Tab" enter any explanatory information to appear on the transaction statement PRESS "Enter". 	Screen ANK32510 will be re-displayed with message "If data is correct press "Enter".
7	On Screen ANK32510, PRESS "Enter".	Screen ABK53005 will be displayed.

2 Refunds for Reduction Paid by Offset (Continued)

B Issuing Refunds for Offset (Continued)

Step	Action	Result
8	<p>On Screen ABK53005:</p> <ul style="list-style-type: none"> • enter printer ID • leave default to “2” copies • change postal bar codes to “N”, if necessary • PRESS “Enter”. 	Screen ABK53010 will be displayed.
9	<p>On Screen ABK53010:</p> <ul style="list-style-type: none"> • verify “Producer’s Disbursement Transaction Statement” is correct • ENTER “1”, “Printing was satisfactory” or “2”, “Unsuccessful printing, print statement again” as necessary • PRESS “Enter”. 	Menu ANK000 will be displayed.
10	Repeat for each producer on Producers Selected for Special Payment and/or Reduction report.	

3 Refunds for Reduction Paid by Cash or Check

A Deposit History for Program Code 02HAYGRZ Report

County Offices shall run the Deposit History for Program Code 02HAYGRZ report according to this table.

Step	Action	Result
1	On Application Selection Menu: <ul style="list-style-type: none"> ENTER “1”, “Accounting” PRESS “Enter”. 	Menu AAA000 will be displayed.
2	On Menu AAA000: <ul style="list-style-type: none"> ENTER “2”, “Cash Receipts Function” PRESS “Enter”. 	Menu AGK000 will be displayed.
3	On Menu AGK000: <ul style="list-style-type: none"> ENTER “6”, “Inquiry of Cash receipts History File” PRESS “Enter”. 	Menu ALK000 will be displayed.
4	On Menu ALK000: <ul style="list-style-type: none"> ENTER “2”, “Display/Print Collections by Program Code” PRESS “Enter”. 	Screen ALK20500 will be displayed.
5	On Screen ALK20500: <ul style="list-style-type: none"> ENTER “02HAYGRZ” PRESS “Enter”. 	Screen ALK21500 will be displayed if there is deposit history.
6	On Screen ALK21500: <ul style="list-style-type: none"> PRESS “Cmd2=Print” 	Screen ALK20500 will be re-displayed.
7	On Screen ALK20500: <ul style="list-style-type: none"> PRESS “Cmd7=End” 	Menu ALK000 will be displayed.

3 Refunds for Reduction Paid by Cash or Check (Continued)

A Deposit History for Program Code 02HAYGRZ Report (Continued)

Step	Action	Result
8	On Menu ALK000: <ul style="list-style-type: none"> PRESS "Cmd3=Previous Menu" 	Menu AGK000 will be displayed.
9	On Menu AGK000: <ul style="list-style-type: none"> PRESS "Cmd3=Previous Menu" 	Menu AAA000 will be displayed.

Compare Deposit History for Program Code 02HAYGRZ report with collections registers, schedules of deposit, DF-21's, and DF-25's to ensure only producers who were assessed a payment reduction for haying and grazing of CRP in 2002 receive refunds.

Verify that all producers who paid 2002 haying and grazing by cash or check are identified, listed, and amount collected is correct.

B Issuing Refunds for Cash Collections

For each producer identified above, County Offices shall issue refunds of the 2002 haying and grazing payment reduction according to this table.

Step	Action	Result
1	On Application Selection Menu: <ul style="list-style-type: none"> ENTER "1", "Accounting" PRESS "Enter". 	Menu AAA000 will be displayed.
2	On Menu AAA000: <ul style="list-style-type: none"> ENTER "1", "Disbursements/Check Writing" PRESS "Enter". 	Menu ANK000 will be displayed.
3	On Menu ANK000: <ul style="list-style-type: none"> ENTER "1", "On-line Check Writing" PRESS "Enter". 	Screen ANK31501 will be displayed.

3 Refunds for Reductions Paid by Cash or Check

B Issuing Refunds for Cash Collections (Continued)

Step	Action	Result
4	<p>On Screen ANK31501:</p> <ul style="list-style-type: none"> • ENTER "02HAYGRZ", "Program Code" • PRESS "Tab" twice • enter Producer ID and ID Type from Deposit History for Program Code 02HAYGRZ report • PRESS "Enter". 	Screen ANK32510 will be displayed.
5	<p>On Screen ANK32510:</p> <ul style="list-style-type: none"> • enter amount to be refunded in "Payment Amount" field • PRESS "Enter". 	Screen ANK32510 will be re-displayed.
6	<p>On Screen ANK32510:</p> <ul style="list-style-type: none"> • enter contract number from reference number on the report • PRESS "Tab" • enter any explanatory information to appear on the transaction statement • PRESS "Enter". 	Screen ANK32510 will be re-displayed with message "If data is correct press "Enter".
7	<p>On Screen ANK32510"</p> <ul style="list-style-type: none"> • PRESS "Enter". 	Screen ABK53005 will be displayed.

3 Refunds for Reductions Paid by Cash or Check

B Issuing Refunds for Cash Collections (Continued)

Step	Action	Result
8	<p>On Screen ABK53005:</p> <ul style="list-style-type: none"> • enter Printer ID • leave default to “2” copies • change “Postal Bar Codes” to “N” if necessary • PRESS “Enter”. 	Screen ABK53010 will be displayed.
9	<p>On Screen ABK53010:</p> <ul style="list-style-type: none"> • verify “Producer’s Disbursement Transaction Statement” is correct • ENTER “1”, “Printing was satisfactory” or “2”, “Unsuccessful printing, print statement again” as necessary • PRESS “Enter”. 	Menu ANK000 is displayed.
10	<p>On Menu ANK000:</p> <ul style="list-style-type: none"> • ENTER “23”, “Return to Primary Selection Menu” • PRESS “Enter”. 	Menu FAX250 will be displayed.